


# CITIZEN PARTICIPATION PLAN

A Plan for Citizen Input and Involvement in the Administration of Certain Programs  
for the  
U.S. Department of Housing and Urban Development

Revised September, 2006

Prepared by: State of Hawaii  
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Approved by:

 9/28/06

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## **Appendix A**

### **Citizen Participation Plan**

## STATE OF HAWAII CITIZENS PARTICIPATION PLAN

In 1995, the U.S. Department of Housing and Urban Development (HUD) consolidated into a single submission the planning and application aspects of the Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), Emergency Shelter Grant (ESG), and Housing Opportunities for Persons with AIDS (HOPWA) formula grant programs with the requirements of the Comprehensive Housing Affordability Strategy (CHAS). The consolidated submission replaced the CHAS and formula grant programs application process.

The consolidated planning process requires the State to follow a Citizen Participation Plan which describes the State's policies and procedures for citizen participation in the administration of the HOME, ESG, and HOPWA Programs or other HUD formula grant programs. The following presents the State's Citizen Participation Plan and incorporates existing citizen participation requirements as well as the new requirements.

The State of Hawaii Housing Finance and Development Corporation of Hawaii (HHFDC) assumed the lead role in developing the Consolidated Plan (CP).

### A. Applicability and Adoption of the Citizen Participation Plan

#### 1. Adoption of the Citizen Participation Plan

The State adopted a citizen participation plan on May 11, 2000; amended in August, 2004; amended in October, 2005; and amended in September, 2006. The citizen participation plan sets forth the State's policies and procedures for citizen participation.

#### 2. Encouragement of Citizen Participation

Citizens are encouraged to participate in the development of the CP and any substantial amendments to the CP, and the Performance Report. The involvement of citizens who may be affected by HOME, ESG, HOPWA, or other HUD formula grant program funded activities is encouraged, particularly low- and moderate-income persons and persons living in slum and blighted areas and neighborhoods that are predominantly comprised of low- and moderate-income households.

#### 3. Citizen and Local Government Comment on the Citizen Participation Plan and Amendments

The State will provide citizens and units of local government a reasonable opportunity to comment on the original and on any substantial amendments to the Citizen Participation Plan. A public notice will be published in a newspaper(s) of general circulation, posted on the HHFDC's website at [www.hawaii.gov/dbedt/hhfdc](http://www.hawaii.gov/dbedt/hhfdc), and disseminated to regional libraries and the county housing agencies in order to solicit input on substantial amendments to the Citizen Participation Plan. Persons

with disabilities will be provided reasonable accommodations to review the Citizen Participation Plan.

B. Development of the Five Year Consolidated Plan

1. During the development of the CP, the State will consult with other public and private agencies that provide assisted housing, health services, social services, and local governments during the preparation of the CP. The State, in collaboration with the counties, will conduct at least one public hearing in each county to obtain the views of citizens on housing and homeless needs in their counties to be considered in the development of the CP.

At least fourteen (14) days prior to the public hearing(s), a public notice will be published in a newspaper(s) of general circulation; posted on the HHFDC's website at [www.hawaii.gov/dbedt/hhfdc](http://www.hawaii.gov/dbedt/hhfdc); and disseminated along with informational packets to the regional libraries and county housing agencies (Exhibit A). The public notice will inform the public of the following:

- a. The location, date and time of the public hearing(s);
- b. The purpose of the CP;
- c. The purpose of the public hearing(s);
- d. Where HOME, ESG and HOPWA program descriptions are available for public viewing or may be obtained;
- e. How persons with special needs may request reasonable accommodations to participate in the hearing(s) (e.g., large print, taped materials, sign language interpreter, or translator for non-English speaking participants) at least five (5) days prior to the public hearing(s); and
- f. Phone numbers for interested citizens to call if they have questions.

The public hearing(s) will be held at a location that is accessible to persons with disabilities and at a time and location convenient to potential and actual beneficiaries. The public hearing(s) may be conducted via videoconferencing.

2. Prior to the adoption of the CP, the State will notify the public and units of general local government of the availability of a thirty (30) day comment period for the draft CP. A public notice will be published in a newspaper(s) of general circulation, posted on the HHFDC's website at [www.hawaii.gov/dbedt/hhfdc](http://www.hawaii.gov/dbedt/hhfdc), and disseminated along with the draft CP to the regional libraries and county housing agencies (Exhibit B). The public notice will provide the following information:
  - a. Where copies of the draft CP are available for public viewing or may be obtained;
  - b. The deadline for submitting public comments;
  - c. How persons with special needs may request reasonable accommodations to participate in the hearing(s) (e.g., large print, taped materials, sign language interpreter, or translator for non-English speaking participants) at least five (5) days prior to the end of the public comment period; and
  - d. Phone numbers for interested citizens to call if they have questions.

A reasonable number of free copies will be made available upon request by contacting the HHFDC.

3. The State will consider any comments or views of Hawaii residents, non-profit entities, and public and private entities in preparing the final CP. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons therefor, shall be attached to the final CP.

C. Development of the Annual Action Plan

1. The State will consult with local governments and other interested parties in the development of the Annual Action Plan (AAP). The State, in collaboration with the counties, will conduct at least one public hearing in each county to obtain the views of citizens on housing and homeless needs in their counties to be considered in the development of the AAP.

At least fourteen (14) days prior to the public hearing(s), a public notice will be published in a newspaper(s) of general circulation, posted on the HHFDC's website at [www.hawaii.gov/dbedt/hhfdc](http://www.hawaii.gov/dbedt/hhfdc), and disseminated along with informational packets to the regional libraries and county housing agencies (Exhibit C). The public notice will inform the public of the following:

- g. The location, date and time of the public hearing(s);
- h. The purpose of the AAP;
- i. The purpose of the public hearing(s);
- j. The approximate amount of HOME, ESG and HOPWA formula grant funds that are anticipated to be available during the upcoming program year;
- k. Where HOME, ESG and HOPWA program descriptions are available for public viewing or may be obtained;
- l. How persons with special needs may request reasonable accommodations to participate in the hearing(s) (e.g., large print, taped materials, sign language interpreter, or translator for non-English speaking participants) at least five (5) days prior to the public hearing(s); and
- m. Phone numbers for interested citizens to call if they have questions.

The public hearing(s) will be held at a location that is accessible to persons with disabilities and at a time and location convenient to potential and actual beneficiaries. The public hearing(s) may be conducted via videoconferencing.

2. Prior to the annual submittal of the State's Annual Action Plan to HUD, the State will notify the public and units of general local government of the availability of a thirty (30) day comment period for the draft AAP. A public notice will be published in a newspaper(s) of general circulation, posted on the HHFDC's website at [www.hawaii.gov/dbedt/hhfdc](http://www.hawaii.gov/dbedt/hhfdc), and disseminated along with the draft AAP to the regional libraries and county housing agencies (Exhibit D). The public notice will provide the following information:
  - a. Where copies of the draft AAP are available for public viewing or may be obtained;
  - b. The deadline for submitting public comments;
  - c. How persons with special needs may request reasonable accommodations to participate in the hearing(s) (e.g., large print, taped materials, sign language interpreter, or translator for non-English speaking participants) at least five (5) days prior to the end of the comment period; and

- d. Phone numbers for interested citizens to call if they have questions.

A reasonable number of free copies will be made available upon request by contacting the HHFDC.

3. The State will consider any comments or views of Hawaii residents, non-profit entities, and public and private entities in preparing the final AAP. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons therefore, shall be attached to the final AAP.

D. Development of the Consolidated Annual Performance and Evaluation Report (CAPER)

1. Prior to the annual submittal of the State's Consolidated Annual Performance and Evaluation Report (CAPER), the State will notify the public and units of general local government of the availability of a fifteen (15) day comment period for the draft CAPER. A public notice will be published in a newspaper(s) of general circulation, posted on the HHFDC's website at [www.hawaii.gov/dbedt/hhfdc](http://www.hawaii.gov/dbedt/hhfdc), and disseminated along with the draft CAPER to the regional libraries and county housing agencies (Exhibit E). The public notice will provide the following information:
  - a. Where copies of the draft CAPER are available for public viewing or may be obtained;
  - b. The deadline for submitting public comments;
  - c. How persons with special needs may request reasonable accommodations to participate in the hearing(s) (e.g., large print, taped materials, sign language interpreter, or translator for non-English speaking participants) at least five (5) days prior to the public hearing(s); and
  - d. Phone numbers for interested citizens to call if they have questions.

A reasonable number of free copies will be made available upon request by contacting the HCDCH.

2. The State will consider any comments or views of citizens received in writing during the comment period in preparing the final CAPER. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons therefore, shall be attached to the final CAPER.

E. Amendments to the Consolidated Plan

1. Criteria for Amendment to the CP

Changes or amendments to the CP will occur if the State determines any change to be substantial. A substantial change includes a change in the method of distributing HOME, ESG or HOPWA funds; changes in allocation priorities from a "high" or "medium" priority need level to a "low" priority need level or vice versa; or new general goals or activities not previously described in the approved CP.

2. Public Notice

The State will publish a public notice in a newspaper(s) of general circulation requesting comments on the proposed changes or amendments to the CP which

are determined by the State to be substantial in nature. Comments will be accepted by the HHFDC for a thirty-day period.

3. Public Comments

The State will consider any comments or views of Hawaii residents, non-profit entities, and public and private entities in preparing the amended CP. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons therefor, shall be attached to the amended CP.

4. Disasters

An amendment(s) to the CP in response to a disaster will not be considered to be a substantial amendment. Due to the immediate urgency of a disaster situation, the State will publish a notice at a later date to inform its citizens of a reallocation of funds.

F. Availability of the Consolidated Plan to the Public

The State will make available to Hawaii residents, non-profit entities, and public and private entities the Consolidated Plan as adopted, substantial amendments, the Annual Action Plan, and the Consolidated Annual Performance and Evaluation Report. The materials will be available in a form accessible to persons with disabilities upon request. The materials will be posted on the HHFDC's website at [www.hawaii.gov/dbedt/hhfdc](http://www.hawaii.gov/dbedt/hhfdc) and disseminated to regional libraries and county housing agencies.

G. Access to Records

The State will provide Hawaii residents, non-profit entities, and public and private entities with reasonable and timely access to information and records relating to the State CP and the State's use of assistance under the programs covered by this part during the preceding five years.

H. Complaints

The State will provide a timely, substantive written response to every written complaint, within 15 working days, where practical. Interim written responses will be provided within this time frame where the nature of the complaint would not permit a response in a timely fashion.

I. Use of the Citizen Participation Plan

The State will follow its Citizen Participation Plan.

NOTICE OF PUBLIC HEARING  
(for consultation on housing needs)

Pursuant to 24 CFR Part 91, notice is hereby given that the Hawaii Housing Finance and Development Corporation (HHFDC), Department of Business, Economic Development and Tourism, State of Hawaii, will hold public hearings on the housing needs to be considered in the State Consolidated Plan (CP) for program years (years).

The CP describes the State's housing needs, funding plans, and certified program compliance with the CP, HOME Investment Partnerships (HOME), Emergency Shelter Grant (ESG), and Housing Opportunities for Persons with AIDS (HOPWA) programs. These HUD programs provide funding to expand the supply of affordable housing for low- and moderate-income families, restrict increases in homelessness, and provide preventative programs and activities for the homeless in the State.

The CP's purpose is to ensure that jurisdictions receiving federal assistance plan for the housing and related needs of low- and moderate-income families in a way that improves the availability and affordability of decent, safe, and sanitary housing in suitable living environments. To receive funding under certain U.S. Department of Housing and Urban Development (HUD) programs, the State must have a housing strategy that has been approved by HUD.

Interested persons are invited to attend the hearing and state their views, orally or in writing, related to the housing needs to be considered in developing the State CP.

Please make five copies of written testimony available to the presiding officer at the hearing. Written comments may be submitted to HHFDC, 677 Queen Street, Suite 300, Honolulu, Hawaii 96813 or faxed from the neighbor islands to (808) 587-0600 by 4:30 p.m. on (date). All comments and testimony received will be considered in preparing the State CP.

Public hearings will be held on the following dates:

(Day, Date) at (Time) at (Location)

(Day, Date) at (Time) at (Location)

(Day, Date) at (Time) at (Location)

(Day, Date) at (Time) at HHFDC, 677 Queen Street, Suite 300, Honolulu, Oahu

Persons with special needs (e.g., large print, taped materials, sign language interpreter, or translator) shall make all requests to HHFDC by calling 587-0634 and from the neighbor islands toll free at the numbers listed below for access and communication assistance or by written request at least five (5) days before the public hearing.

Kauai	274-3141, ext. 70634	Hawaii	974-4000, ext. 70634
Maui	984-2400, ext. 70634	Molokai and Lanai	1-800-468-4644, ext. 70634



The HHFDC does not discriminate against any person because of race, color, religion, sex, including gender identity or expression, sexual orientation, disability, familial status, ancestry, age, marital status, or HIV infection.

Orlando "Dan" Davidson  
Executive Director  
Hawaii Housing Finance and Development Corporation  
Department of Business, Economic Development and Tourism  
State of Hawaii



*(Newspaper Name:                      Date of Publication)*

## NOTICE OF PUBLIC COMMENT

Pursuant to 24 CFR Part 91, notice is given that a draft Consolidated Plan (CP) for program years (*years*) has been prepared by the Hawaii Housing Finance and Development Corporation of Hawaii (HHFDC), Department of Business, Economic Development and Tourism, State of Hawaii. The State is making copies of the proposed CP available for review and comment.

The CP's purpose is to ensure that jurisdictions receiving federal assistance plan for the housing and related needs of low- and moderate-income families in a way that improves the availability and affordability of decent, safe, and sanitary housing in suitable living environments. To receive funding under certain U.S. Department of Housing and Urban Development (HUD) programs, the State must have a housing strategy that has been approved by HUD.

The proposed CP consists of 1) the State's housing and homeless needs assessment and housing market analysis; 2) a strategic plan to address the provision of affordable housing, prevention of homelessness, responding to the special needs of Hawaii residents, and resources available to meet the needs; and 3) an action plan including the resources (federal, private, and public funds) available, description of the State's method for distributing funds to local governments and non-profit organizations to carry out activities to address the priority of needs.

Copies of the proposed CP are available for public viewing at regional libraries and on the HHFDC's website at [www.hawaii.gov/dbedt/hhfdc](http://www.hawaii.gov/dbedt/hhfdc). Copies may also be picked up at the agencies listed below between the hours of 7:45 a.m. to 4:30 p.m. Interested persons may call (*name*) at 587-0634; Neighbor Island residents may call toll free at the numbers listed below to be mailed copies:

Kauai	274-3141, ext. 70634	Hawaii	974-4000, ext. 70634
Maui	984-2400, ext. 70634	Molokai and Lanai	1-800-468-4644, ext. 70634

### AGENCIES:

Office of Housing and Community Development  
50 Wailuku Drive, Hilo, Hawaii

Department of Housing and Human Concerns  
86 Kamehameha Avenue, Kahului, Maui

Kauai County Housing Agency  
4444 Rice Street, Suite 330, Lihue, Kauai

Hawaii Housing Finance and Development Corporation  
677 Queen Street, Suite 300  
Honolulu, Oahu

Hawaii Public Housing Authority  
1002 North School Street, Honolulu, Oahu

Interested persons are invited to state their views on the proposed CP in writing prior to (date) to HHFDC at the aforementioned address. Written comments may be submitted via fax to (808) 587-0600 by 4:30 p.m. on (date). All comments received will be considered in preparing the final State CP.

Persons with special needs (e.g., large print, taped materials, sign language interpreter, or translator) shall make all requests to HHFDC by calling 587-0634 and from the neighbor islands toll free at the numbers listed above for access and communication assistance or by written request at least five (5) days before the end of the comment period.

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Executive Director  
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Department of Business, Economic Development and Tourism  
State of Hawaii



EQUAL HOUSING  
OPPORTUNITY

(Newspaper Name:                      Date of Publication)

## NOTICE OF PUBLIC HEARING

Pursuant to 24 CFR Part 91, notice is hereby given that the Hawaii Housing Finance and Development Corporation (HHFDC), Department of Business, Economic Development and Tourism, State of Hawaii, will prepare an Annual Action Plan (AAP), as part of the Consolidated Plan (CP) process. In preparation of this AAP, the State will consult with local governments and residents.

The CP's purpose is to ensure that jurisdictions receiving federal assistance plan for the housing and related needs of low- and moderate-income families in a way that improves the availability and affordability of decent, safe, and sanitary housing in suitable living environments. To receive funding under certain U.S. Department of Housing and Urban Development (HUD) programs, the State must have a housing strategy that has been approved by HUD.

The AAP describes the State's funding plans for the coming program year and certified program compliance with the CP, HOME Investment Partnerships (HOME), Emergency Shelter Grant (ESG), and Housing Opportunities for Persons with AIDS (HOPWA) programs.

The State anticipates receiving \$ (amount) in HUD funding through the HOME, ESG and HOPWA programs in (year). These HUD programs provide funding to expand the supply of affordable housing for low- and moderate-income families, restrict increases in homelessness, and provide preventative programs and activities for the homeless in the State.

Interested persons are invited to attend the hearing and state their views, orally or in writing, related to the housing needs to be considered in developing the State CP.

Please make five copies of written testimony available to the presiding officer at the hearing. Written comments may be submitted to HHFDC, 677 Queen Street, Suite 300, Honolulu, Hawaii 96813 or faxed from the neighbor islands to (808) 587-0600 by 4:30 p.m. on (date). All comments and testimony received will be considered in preparing the final State AAP.

The public hearings will be held on the following dates:

(Day, Date) at (Time) at (Location)

(Day, Date) at (Time) at (Location)

(Day, Date) at (Time) at (Location)

(Day, Date) at (Time) at HHFDC, 677 Queen Street, Suite 300, Honolulu, Oahu

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## NOTICE OF PUBLIC COMMENT

Pursuant to 24 CFR Part 91, notice is given that a draft Annual Action Plan (AAP) for program year (*year*) has been prepared by the Hawaii Housing Finance and Development Corporation of Hawaii (HHFDC), Department of Business, Economic Development and Tourism,, State of Hawaii. The State is making copies of the proposed AAP available for review and comment.

The purpose of the Consolidated Plan and the AAP is to ensure that jurisdictions receiving federal assistance plan for the housing and related needs of low- and moderate-income families in a way that improves the availability and affordability of decent, safe, and sanitary housing in suitable living environments. To receive funding under certain U.S. Department of Housing and Urban Development (HUD) programs, the State must have a housing strategy that has been approved by HUD.

The proposed AAP consists of 1) a strategic plan to address the provision of affordable housing, prevention of homelessness, responding to the special needs of Hawaii residents, and resources available to meet the needs; and 2) an action plan including the resources (federal, private, and public funds) available, description of the State's method for distributing funds to local governments and non-profit organizations to carry out activities to address the priority of needs.

Copies of the proposed AAP are available for public viewing at regional libraries and on the HHFDC's website at [www.hawaii.gov/dbedt/hhfdc](http://www.hawaii.gov/dbedt/hhfdc). Copies may also be picked up at the agencies listed below between the hours of 7:45 a.m. to 4:30 p.m. Interested persons may call (*name*) at 587-0634; Neighbor Island residents may call toll free at the numbers listed below to be mailed copies:

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677 Queen Street, Suite 300  
Honolulu, Oahu

Hawaii Public Housing Authority  
1002 North School Street, Honolulu, Oahu

Appendix A - Citizen participation plan, final, rev Sept 06.doc

EXHIBIT D

Interested persons are invited to state their views on the proposed AAP in writing prior to (date) to HHFDC at the aforementioned address. Written comments may be submitted via fax to (808) 587-0600 by 4:30 p.m. on (date). All comments received will be considered in preparing the final State AAP.

Persons with special needs (e.g., large print, taped materials, sign language interpreter, or translator) shall make all requests to HHFDC by calling 587-0634 and from the neighbor islands toll free at the numbers listed above for access and communication assistance or by written request at least five (5) days before the end of the comment period.

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State of Hawaii



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## NOTICE OF PUBLIC COMMENT

Pursuant to 24 CFR Part 91, notice is given that a draft Consolidated Annual Performance and Evaluation Report (CAPER) for program year (year) has been prepared by the Hawaii Housing Finance and Development Corporation of Hawaii (HHFDC), Department of Business, Economic Development and Tourism, State of Hawaii. The State is making copies of the proposed CAPER available for review and comment.

The CAPER is an annual review of the progress made in carrying out the Strategic and Action Plan components of the State's Consolidated Plan. The State's Consolidated Plan concentrates on the Counties of Hawaii, Kauai, and Maui. It includes an assessment of the State's performance in meeting its affordable and supportive housing objectives under the HOME Investment Partnerships, Emergency Shelter Grant, and Housing Opportunities for Persons with AIDS programs

Copies of the draft CAPER are available for public viewing at regional libraries and on the HHFDC's website at [www.hawaii.gov/dbedt/hhfdc](http://www.hawaii.gov/dbedt/hhfdc). Copies may also be picked up at the agencies listed below between the hours of 7:45 a.m. to 4:30 p.m. Interested persons may call (name) at 587-0634; Neighbor Island residents may call toll free at the numbers listed below to be mailed copies:

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Hawaii Housing Finance and Development Corporation  
677 Queen Street, Suite 300  
Honolulu, Oahu

Hawaii Public Housing Authority  
1002 North School Street, Honolulu, Oahu

Interested persons are invited to state their views on the draft CAPER in writing prior to (date) to HHFDC at the aforementioned address. Written comments may be submitted via fax to (808) 587-0600 by 4:30 p.m. on (date). All comments received will be considered in preparing the final State CAPER.



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